



**CITY OF BURLINGAME**  
*Community Development Department*  
***M E M O R A N D U M***

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DATE: April 21, 2022

**Director's Report**

TO: Planning Commission

**Meeting Date:** April 25, 2022

FROM: Erika Lewit, Senior Planner

SUBJECT: **FYI – REVIEW OF PROPOSED CHANGES TO A PREVIOUSLY APPROVED DESIGN REVIEW PROJECT AT 1304 MILLS AVENUE, ZONED R-1.**

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**Summary:** An application for Design Review for a new, two-story single-unit dwelling and detached garage at 1304 Mills Avenue was approved by the Planning Commission on August 9, 2021 (see attached August 9 and July 12, 2021 Planning Commission Minutes). A building permit was issued on January 3, 2021 and construction is currently under way.

The applicant is requesting approval of a change to the approved roofing material at the front of the house on the first floor (see attached explanation letter submitted by the designer, dated April 10, 2022). The originally approved plans showed composition shingle roofing throughout the design. The applicant is requesting to change the roofing material of the first floor shed and gable roofs at the front of the house to standing seam metal.

The applicant submitted plans showing the originally approved and revised building elevations, with a revised date of April 10, 2022, to show the changes to the previously approved design review project.

Staff would note that although side elevations for the proposed change in roofing material were provided, the gable ends at the first floor will not be visible from the side or rear of the property due to the roof and floor plans.

Other than the changes detailed in the applicant's letter and revised plans, there are no other changes proposed to the design of the house. If the Commission feels there is a need for more study, this item may be placed on an action calendar for a second review and/or public hearing with direction to the applicant.

Erika Lewit  
Senior Planner

**Attachments:**

Explanation letter submitted by the designer, dated April 10, 2022  
Planning Commission Minutes from the August 9 and July 12, 2021 hearings  
Proposed plans, revision dated April 10, 2022